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March XX, 2016

Company 1
c/o Key Contact
Title

The United States is continuing to implement the Extractive Industries Transparency Initiative (EITI), and plans to issue its second report in November of 2016. For further information on implementing the EITI in the United States, please refer to <http://www.doi.gov/eiti/index.cfm>. You can also download the Executive Summary of the 2015 USEITI Report here: <https://useiti.doi.gov/about/report>.

The Department of the Interior (DOI) has led the effort to establish a Multi-Stakeholder Group (MSG), comprised of government, industry, and civil society representatives, under the Federal Advisory Committee Act (FACA). The MSG has determined the second USEITI Report will include reconciliation of data from companies with at least \$37 million in total annual reported revenues to DOI's Office of Natural Resources Revenue (ONRR) in Calendar Year (CY) 2015. According to ONRR, your company's annual payments to ONRR exceeded \$37 million in CY 2015.

As part of the USEITI initiative, Deloitte & Touche LLP is serving as the Independent Administrator (IA) that will facilitate the revenue reconciliation process. This process includes collecting and reconciling revenue data from both companies and government entities as defined as in-scope by the MSG.

To provide you with additional information, ONRR, the Internal Revenue Service, and the IA will hold webinars on both March 22nd and March 24th to review and address any questions regarding the data request, the guidance document, and the reconciliation process. Electronic invitations to the webinars have been sent; if you did not receive an invitation, please let us know and we can provide one.

This letter is to share with you the start of the USEITI data collection process, and to provide the details of the data request. We have identified you as the appropriate contact within your company to receive and respond to this request.

Accompanying this letter are the following materials:

- Reporting Template: data request document to be completed by your company
- Reporting Guidelines: provides instructions on completing the Reporting Template
- IRS Form 8821: waiver form for tax payment reconciliation

We will not render any opinion on the data provided by your company. We will only facilitate a reconciliation of the data reported by companies and government entities. Where differences in reported amounts exist, we may perform follow-up investigation with both companies and government entities to ascertain and resolve the source of those differences.

We are committed to working with your company to complete the data request and reconciliation in the most efficient way possible, and to minimize the burden to your organization. Should you have any questions or concerns throughout this process, please contact us at USEITIDataCollection@deloitte.com and we will respond promptly.

We sincerely appreciate your time and effort in completing this data request and assisting in making the USEITI effort successful.

Sincerely,

John Mennel, Director

Jon Korol, Partner

Enclosure